

NMCI Navy users can share files on their H:\ drive (Home Directory) with other NMCI Navy users. By sharing files on the H:\ drive, users may avoid the difficulties associated with e-mailing large attachments. The procedures below explain the process for creating a shared folder, granting permissions, and mapping to the folder.

## Creating a New Folder

1. Double-click the **My Computer** icon on your desktop.
2. Double-click your **H:\** drive.
3. Click **File**.
4. Select **New**.
5. Select **Folder**.
6. Name the new folder (e.g., **Shared Files**).

## Granting Permissions to a Shared Folder

1. Right-click the folder that you wish to share, and select **Properties**.
2. Click the **Security** tab.
3. Click **Add**.
4. In the **Look in** drop-down menu, select one of the following directories:
  - Select **nads.navy.mil** to search the entire Navy Directory.
  - Select **nadsusea.nads.navy.mil** to search the East domain.
  - Select **nadsuswe.nads.navy.mil** to search the West domain.
5. In the bottom box, type the NMCI login names (e.g., **firstname.lastname**) of the users with whom you wish to share this folder. Multiple entries must be separated by a semicolon (e.g., **john.doe; joe.user**).
 

**NOTE:** To verify a user's login name in the NMCI Global Address List (GAL), select the user's name and click **Properties**. The correct login name is listed under the alias field.
6. Click **Check Names**. The users' login names resolve to the users' e-mail addresses.
7. After the names are added, click **OK**.
8. In the **Permissions** box, place a check mark next to the access level you wish to grant. By default, the following permissions are checked: **Read & Execute**, **List Folder Contents**, and **Read**. Use the table below as a guideline when granting additional access rights.

| File Permission             | Allowed Access   |
|-----------------------------|--|
| <b>Read</b>                 | Allows the user or group to view the files, folders, and subfolders of the parent folder; also allows viewing of folder ownership, permissions, and folder attributes. |
| <b>Write</b>                | Allows the user or group to create new files and folders within the parent folder, view folder ownership and permission, and change folder attributes.                 |
| <b>List Folder Contents</b> | Allows the user or group to view files and subfolders contained within the folder.   |

| File Permission           | Allowed Access   |
|---------------------------|--|
| <b>Read &amp; Execute</b> | Allows the user or group to navigate through all files and subfolders, and perform all actions allowed by the Read and List Folder Contents permissions. |
| <b>Modify</b>             | Allows the user or group to delete the folder and perform all activities included in the Write and Read & Execute File permissions.                      |
| <b>Full Control</b>       | Allows the user or group to change permissions on the folder, take ownership of it, and perform all activities included in all other permissions.        |

9. When you finish granting permissions, click **Apply**.

10. Click **OK**.

## Mapping Users to Your Shared Folder

Each user wanting access to the folder on your H:\ drive, must map to that folder. By e-mailing the direct link to the user, you can ensure that the user has the correct path.

- **Creating a Path to the Shared Folder:**

1. To determine the correct path, use Windows Explorer to access your H:\ drive. Your NMCI server is listed after your login name, followed by a dollar sign (\$) (e.g., **joe.user\$** on **naeawnydfs02vb**).
2. To create a path to send in an e-mail, type a double backslash (\\) followed by the server name (e.g., **naeawnydfs02vb**), backslash (\), your login name, a \$ sign (e.g., **joe.user\$**), backslash, and the folder or file name (e.g., **\\naeawnydfs02vb\joe.user\$\foldername**).
3. Type this path directly into the body of the e-mail message.
4. E-mail the path to all users who need to access your shared folder.

- **Mapping to the Shared Folder:**

1. Users wanting access to your folder should double-click the **My Computer** icon on their desktop and click **Tools**.
2. Click **Map Network Drive**.
3. Copy and paste the path from the e-mail message, and click **Finish**.

**FOR MORE INFORMATION OR ASSISTANCE**, visit the NMCI User Information Web page (<http://www.nmci-isf.com/userinfo.asp>) or contact the NMCI Help Desk by **telephone** (1-866-THE-NMCI or 1-866-843-6624); **fax** (1-877-FAX-NMCI or 1-877-329-6624); or **e-mail** to the nearest Help Desk:

- Norfolk (USN: [mailto:helpdesk\\_nrfk@nmci-isf.com](mailto:helpdesk_nrfk@nmci-isf.com); USMC: [mailto:helpdesk\\_nrfk@nmci.usmc.mil](mailto:helpdesk_nrfk@nmci.usmc.mil))
- San Diego (USN: [mailto:helpdesk\\_sdni@nmci-isf.com](mailto:helpdesk_sdni@nmci-isf.com); USMC: [mailto:helpdesk\\_sdni@nmci.usmc.mil](mailto:helpdesk_sdni@nmci.usmc.mil))